January 1992

ISD News and Views

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Commentary

For News and Views to be an effective commu-
nication tool we need articles from all of the
incredibly talented individuals in State Govern-
ment. There are a tremendous number of di-
verse projects occurring daily in State govern-
ment. Inquiring minds need to know about
these projects. So don't delay, send in your
articles today.

Agency Spotlight

TEAMS

The Department of Social and Rehabilitation
Services recently completed statewide implemen-
tation of its new welfare eligibility determina-
tion system. The Economic Assistance Manage-
ment System, known as TEAMS, is the largest
on-line computer system in the state of Mon-
tana.

The development of TEAMS began in 1988
when Systemhouse, Inc. won the phase 1 con-
tract to complete a requirements analysis and
external design. Using an existing welfare sys-
tem from Hawaii as the starting point, System-
house created a design which was used in phase
II to develop TEAMS.

In February of 1990, BDM International and
Andersen Consulting won the phase II contract
to complete the development and implementa-
tion of TEAMS. BDM/Andersen created de-
tailed programming specifications for approxi-
mately 480 programs, tested them, and com-
pleted the supporting documentation. Rigorous
acceptance testing of the system functions fol-
lowed.

TEAMS was piloted beginning in May of 1991, in Jefferson and Lewis and Clark counties. The remaining counties in the state were converted to the new system over a four-month period ending in November.

TEAMS is one of the few systems of its kind in the nation to be implemented on schedule and within budget. Approximately 85% of the cost of the project was paid for with federal dollars.

TEAMS automatically computes eligibility and processes and reconciles welfare checks, Medicaid cards, and food stamps. It also helps detect fraud by alerting workers to changes or abnormalities in case information. It includes more than 350 microcomputers located in county offices throughout the state, all connected to the Department of Administration's mainframe.

Julia Robinson, Director of SRS, maintains that TEAMS is the biggest change in service delivery for welfare in Montana in fifty years. TEAMS is expected to save the state more than two million dollars in 1992 alone.

-- Marilyn Carlin, TEAMS Project Director

Telephone Access for the Hearing and Speech Impaired

Telecom/Network Services Bureau has recently jumped on the bandwagon with other State agencies and have installed a TDD at the ISD HELP DESK. What, you may ask, is a TDD??! Well, it's an acronym for Telephone Device for the Deaf (more recently dubbed a "text telephone" ((TT)) which enables a hearing or speech impaired individual to have the same access to telephone services as those received by the general population. Now, you may think this is a great idea and you are absolutely right - but it is also the law. The Americans with Disabilities Act (ADA) requires equal access to telephone services regardless of disability and if we as a State agency cannot provide those services, we are in violation of the law.

Basically, a TDD is composed of a computerized keyboard and a monitor which hooks up to a telephone. In a nutshell, here's how it works when both the caller and the receiver have a

TDD. The caller dials the phone number of the receiver. When the receiver answers, the monitors display a split screen allocating the top portion to the individual receiving the call and the bottom portion of the screen to the caller. Using the keyboard, messages are typed or keyed in - much in the same fashion as ZIP-!MAIL. The typed dialogue continues until the conversation is terminated by one of the parties. A hearing/speech impaired individual can also communicate with a non-impaired individual who does not have a TDD through the use of a relay service. Using a TDD, these trained relay operators function as the translator between the parties by typing messages to the hearing impaired individual and voicing the messages to the non-impaired party.

The ISD HELP DESK TDD was installed so that handicapped individuals could call and obtain information from the State Capitol Operator. The State Capitol Operator will not act as a message service, but rather will provide information on State TDD numbers as well as provide instructions on how to dial numbers by utilizing the AT&T Relay Service.

Now that you know what a TDD is and does, why not stop on down to Room 25 in the Mitchell Building for a 'looksee' at this new-fangled fashion. The dedicated phone number for the ISD HELP DESK TDD is 444-1421, so let's all help spread the word.

Tutorials Available

Are there times when a class is full and you are put on a waiting list but you would like to practice before taking a class? Or maybe you would like to expand your knowledge with tutorials or reference materials. The ISD Help Desk has several tutorials available for checkout. We have tutorials for WordPerfect, Lotus, DOS and a variety of others for both the microcomputer and the mainframe. Some of the materials are on video tape and others are on diskettes. We also have several reference books available for checkout. Please call the ISD Help Desk at 444-2973 for more information on available reference materials.

Term Contract Status

Micro Term Contracts

Price list updates are in progress for all three microcomputer term contracts. If you haven't yet received your copies, please call Debbie Owen at 444-1357 or Curt Secker at 444-1614 with any pricing questions.

Microcomputer

New Diskettes:

Central Stores has added two new computer diskettes to inventory for immediate delivery. They are PRE-FORMATTED, 3½" diskettes and are 100% certified error free. They come with a lifetime warranty. The complete descriptions, stock numbers and current prices are listed below:

FLOPPY COMPUTER DISKETTES: 100% CERTIFIED error free, LIFETIME WARRANTY, missing pulse - minimum 65% clipping level, PRE-FORMATTED (DOS): Packaged 1 diskette/jacket/envelop, 10 diskettes/box. Brown Disc, C.Itoh, Fugi, IBM, Kao, Maxell, Memorex, Polariod, Sony, Syncom, TDK, Verbatim.

9510-1400   3½" - (DS) double side, (HD) high density. For all drives which require DOS formatted, DS, HD diskettes. $12.42/box.

9510-1500   3½" - (DS) double side, (DD) double density. For all drives which require DOS formatted, DS, DD diskettes. $6.85/box.

Diskette Problems?

Early this fall Central Stores received a shipment of Syncom's LEGACY brand diskettes which slipped through a step in the manufacturing process. This omitted step caused difficulty for some disk drives to perform the formatting procedure. The problem was detected shortly after receipt and most of them were returned to the factory, but some of the defective diskettes were distributed to various agencies.

If you are having problems with the LEGACY diskettes, or any other diskette from Central Stores, all you have to do is return the disk to the Property and Supply Bureau stating the problem and they will replace the diskette on a one-for-one basis.

TECHTALK

Selecting a "Default" Printer in WordPerfect

If you utilize WordPerfect in a network environment you probably have access to several different printers with different and unique fonts. Sharing documents between users, can cause your default printer to be changed, by WordPerfect, everytime you retrieve a document that was saved with a printer different than your currently selected printer. Wait a minute, WordPerfect changes my default printer?? Don't panic, the explanation in the following paragraphs should help you understand how WordPerfect handles default printers.

Selecting Printers

To select a default printer in WordPerfect 5.0 and 5.1 choose the Print option--Shift+F7--and S-Select Printer. Highlight the desired printer and strike 1-Select.

Effects of Font Changes

Font changes can be annoying for users that routinely share documents. Nonproportional soft fonts can cause you to cursor through the document just to read a few characters. The entire width of the document is not always visible, as text close to the right margin tends to scroll off of the screen. Select a printer that doesn't have the soft font capabilities that a LaserJet printer would have (most standard dot matrix printers). This will allow you to see the text of the document without the font changes. Therefore, the text will not scroll off of the screen. The printer you selected becomes your default printer until you change the selection or until WordPerfect changes the selection.

Format Retrieved Documents for Default Printer

To prevent WordPerfect from changing your default printer check to make sure that Format Retrieved Document for Default Printer is set to **YES**.

WordPerfect 5.0

Access Setup--Shift+F1--5-Initial Settings-- and--8-Format Retrieved Documents for Default Printer

WordPerfect 5.1

Access Setup--Shift+F1--4-Initial Settings-- and--4-Format Retrieved Documents for Default Printer

Setting this option to **NO** can cause WordPerfect to change your selected printer without your knowledge. While setting this option to **YES** can cause you to reselect your printer several times a day. Still confused? The WordPerfect manual explains:

"When a document is saved, the printer selection for that document is also saved with it. If you are retrieving a document that was saved for a printer that is not the printer currently selected on the Printer Select Feature (Shift-F7,S), WordPerfect needs to know if you want to reformat the document for the currently selected printer or select the printer with which the document was saved.

A **YES** setting for this option instructs WordPerfect to reformat the document for the currently selected printer.

A **NO** setting for this option instructs WordPerfect to try to select the printer for which the document was created. If that printer is not on your list of selectable printers, WordPerfect displays a message indicating that the document is not formatted for the currently selected printer, then formats the document for the currently selected printer."

If you have any questions concerning WordPerfect's Default printer, please call Kyle Wynn of End User Computing at 444-2859.

Training

Training Class Changes

ISD's End User Computing section is making some changes to the computer training program. We're developing and adding classes on Windows and Novell NetWare--check this month's training schedule for a update on our progress there. Less apparent are the changes we are making in our Lotus and WordPerfect curriculum.

In the past six months, we've cancelled a number of Lotus and WordPerfect classes for lack of students. While there is still a clear need for this training, there is not usually enough need for training on a specific version to fill a class. Naturally, it's the one we just cancelled that is in demand--for example, Lotus 1-2-3, version 2.3, is not needed until we're getting ready to teach version 3.1. To solve this problem, we've redesigned our classes to address training needs as they occur. First, our introductory Lotus class will no longer be version-specific. Users of either version (2.3 or 3.1) can take the class without fear of getting lost or misplaced. The class will teach all the basic, generic features of Lotus spreadsheets.

Our second change in Lotus training will take version differences into account by changing the approach to advanced training. Rather than offering one advanced course for each version of Lotus, we will offer half-day to two-day classes that address specific features of the software. These courses will be version-specific only if the features are. For example, we may have a half-day course on three dimensional spreadsheets--only available in Lotus version 3.1. We could also offer a half-day course in the Lotus "programming" features that are common to both versions--@ functions, time and date, titles, range protection, column hiding and so forth. Other Lotus courses might cover macros, graphics and printing features. If you need training on these or other advanced features or if you have any other ideas about Lotus training, please let us know.

We have also had scheduling problems with our WordPerfect classes, and we are considering the same approach we are taking with the Lotus classes. Please let us know if a generic intro-

ductory course followed by shorter classes on specific topics would meet your word processing training needs. Also please tell us about any other WordPerfect training ideas you may have.

This article covered some of the changes we're planning, but--in case we didn't make it clear--we'd also like to hear from you. What changes would you like to see? How can we best meet your training needs? Please call Sherry Hanks at 444-1392 with your ideas, questions and comments.

End Notes

Submit Articles

If you wish to submit an article to News and Views for publication, the following schedule provides dates that articles must be received by in order to be included in the issues listed below:

March Issue	01/22/92
April Issue	02/25/92
May Issue	03/23/92
June Issue	04/20/92
July Issue	05/19/92

ISD Help Desk 444-2973

Have a problem? Need ISD assistance or support for any of you information processing needs, be it voice or data? The central point is the ISD HELP DESK.

Training Information

All classes will be held in the basement of the Teachers Retirement Building at 1500 6th Ave. unless another location is specified. There is a limit of 12 participants per paid class and 20 participants per demonstration (free) class, unless otherwise announced.

To enroll in a class, send an enrollment application to the Department of Administration, ISD Help Desk, Mitchell Building, Helena, MT 59620. If you have questions about enrollment, telephone the Help Desk, 444-2973. Once you enroll in a class, by mail or telephone call, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.

The classes available and their costs are as follows:

Class Name	Cost	Length in Days
Introduction to TSO/SPF	$ 75.00	1
Introduction to JCL (Job Control Language)	300.00	4
*Accelerated Introduction to JCL	75.00	1
*CICS Command Level Programming	575.00	5
*Introduction to IDMS	480.00	5
*IDMS ADS/Online	480.00	5
*Introduction to Culprit	225.00	3
*Subscripting in Culprit	FREE	¼
*Culprit Programming for IDMS	150.00	2
*Using COMPAREX	37.50	½
*Novell Network Administration	150.00	2
*Using Novell Network	37.50	½
*PC Memory Management	FREE	¼
*Introduction to SAS: Module 1	18.75	¼
Module 2	18.75	¼
Module 3	187.50	2½
Module 4	37.50	½
Module 5	37.50	½
Beginning Microcomputer Skills	75.00	1
Fundamentals of DOS	75.00	1
*Intermediate DOS	75.00	1
*Considering Windows Installation and Use	FREE	¼
*Windows for the Technical Support Team	150.00	2
Introduction to Windows	75.00	1
Introduction to WordPerfect (5.0 or 5.1)	112.50	1½
Advanced Features of WordPerfect (5.0 or 5.1)	112.50	1½
*WordPerfect Complex Document Design	FREE	¼
WordPerfect 5.1 Tips and Tricks	FREE	¼
*Spreadsheet Design and Documentation	75.00	1
Introduction to Lotus 1-2-3 (Rel 2.3 or 3.1)	150.00	2
*Conversion from Rel. 2.2 to 2.3 of Lotus 1-2-3	FREE	¼
Advanced Lotus 1-2-3 (Rel. 2.2, 2.3 or 3.1)	150.00	2
*Freelance	75.00	1

*Lotus 1-2-3 Macros, Release 2.2	150.00	2
*Lotus 1-2-3 Database Features	150.00	2
*Introduction to PFS:Professional File, Ver. 2.0	75.00	1
Micro Database Concepts and Design	75.00	1
Introduction to R:Base (Rel. 3.1)	187.50	2½
*Intermediate R:Base (Rel. 3.1)	150.00	2
Introduction to dBASE III+	250.00	4
State Telephone Training	FREE	¼

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* This class is not scheduled during the time covered in this issue.

Training Calendar

Data Network/Mainframe Classes

~~January 16 and 17~~	~~Novell Network Administration~~*
February 7	Introduction to TSO/SPF
February 10 through 13	JCL (Job Control Language)

Microcomputer Classes

January 6	Beginning Microcomputer Skills
~~January 27 and 28~~	~~Windows for the Technical Support Team~~*
January 30	Introduction to Windows
February 3	Beginning Microcomputer Skills
February 17	Fundamentals of DOS

Word Processing Classes

January 9, January 10 am	Introduction to WordPerfect 5.1
January 20, January 21 am	Advanced Features of WordPerfect 5.0
February 4, February 5 am	Introduction to WordPerfect 5.0
February 21	WordPerfect 5.1 Tips and Tricks

Spreadsheet Classes

January 13 and 14	Introduction to Lotus 1-2-3, Rel. 2.3**
January 23 and 24	Advanced Lotus 1-2-3, Rel. 2.3
February 18 and 19	Introduction to Lotus 1-2-3, Rel. 2.3 or 3.1

Database Classes

January 27 through 30	Introduction to dBase III+**
February 24	Micro Database Concepts and Design
February 25 through 27	Introduction to R:Base

Communication Classes

February 21 pm	State Telephone Training

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* This class has been delayed pending identification of instructor. If your name is on the class list, you will be contacted as soon as the class is scheduled.

** This class will be held at The Computer School, not in the Teachers Retirement Building.

Data Network/Mainframe Classes

INTRODUCTION TO TSO/SPF: presented by Jane Black Eagle of the Application Services Bureau

DATE:	February 7, 1992
TIME:	8:30 am to 4:00 pm
PREREQUISITE:	None
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Introduction to TSO/SPF" is a hands-on workshop about using computer terminals (or PC terminal emulators) and the SPF editor. SPF is an easy-to-learn, menu-driven system used to enter data and programs into the State's mainframe computer. Entering data, changing data and submitting programs (jobs) for execution are covered in detail. Also covered are SPF's utility functions and the tracking of job output.

This course is essential for state government personnel using terminals or PC's linked to the State's central computer. It is a prerequisite for many other ISD classes.

INTRODUCTION TO JCL (JOB CONTROL LANGUAGE):   presented by Jane Black Eagle of the Application Services Bureau

DATE:	February 10 through February 13, 1992
TIME:	8:30 am to 4:30 pm each day
PREREQUISITE:	Introduction to TSO/SPF
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is designed for programmers, I/O controllers, operations technicians or users of report-writing software who submit jobs on the state's mainframe system.

The course will cover:

- Syntax and coding of IBM Job Control Language (JCL)
- MVS operating system
- Handling datasets and device assignments
- Some of the IBM utilities
- Troubleshooting and interpreting system messages
- Hands-on experience writing and executing JCL

NOVELL NETWORK ADMINISTRATION: To Be Determined

DATE:	To Be Determined
TIME:	8:30 am to 4:30 pm
PREREQUISITE:	Microcomputer systems analysis, network or DP management experience
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is designed for network system administrators and network programming staff. Topics covered include:

> Novell Netware installation
> Network security
> Directory structure

Drive mappings
Novell commands
Troubleshooting/problem resolution

NOTE: This class has been postponed pending the identification of an instructor. If you have signed up for the class, you will be notified as soon as an instructor and date are chosen. Call 444-2973 to have your name put on the waiting list. Call 444-1392 if you have any questions about the postponement or the class.

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of The Computer School

DATES:	January 6, 1992
	February 3, 1992
TIME:	8:30 am to 4:30 pm
PREREQUISITE:	None
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course will give participants brief hands-on experience with microcomputers. The following topics will be covered:

- The Machine
- The Operating System
- Word Processing

- Spreadsheets and Graphics
- File Management
- Communications

Most class time will be spent using microcomputers and software. This course helps develop a positive attitude toward using microcomputers and teaches their basic functions. This class--or its equivalent--is a prerequisite for our other microcomputer courses.

FUNDAMENTALS OF DOS: presented by the staff of The Computer School

DATE:	February 17, 1992
TIME:	8:30 am to 4:30 pm
PREREQUISITE:	Beginning Micro Skills and/or 3 months micro experience
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

WINDOWS FOR THE TECHNICAL SUPPORT TEAM: To Be Determined

DATE: To Be Determined
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Microcomputer systems analysis, network or DP management experience
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This two-day workshop is designed for system administrators and system support staff who will be responsible for installing and maintaining Windows. Topics covered include:

> Windows operating modes
> System memory, resources and Windows architecture
> Windows installation - network and standalone
> Windows initialization files
> Installation of DOS and Windows applications
> Optimization
> Troubleshooting/problem resolution

NOTE: This class has been postponed pending the identification of an instructor. If you have signed up for the class, you will be notified as soon as an instructor and date are chosen. Call 444-2973 to have your name put on the waiting list. Call 444-1392 if you have any questions about the postponement or the class.

INTRODUCTION TO WINDOWS: presented by the staff of The Computer School

DATE: January 30, 1992
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Microcomputer Skills or three months of daily microcomputer use
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is a general introduction to Windows. It will cover the basics and show how Windows makes other applications easier to use and more productive. Topics will include:

> What are Windows - multi-tasking and task switching
> Using DOS applications
> Using Windows accessories and features
> Screen, window and menu navigation
> Window sizing and movement
> Customization

This course will not include training for system administrators and programmers. It will not cover Windows installation, maintenance or advanced features such as use for programming and file/directory management.

INTRODUCTION TO WORDPERFECT 5.0:   presented by the staff of The Computer School

DATE: February 4 and 5, 1992
TIME: 8:30 am to 3:30 pm on first day
                          8:30 am to noon on second day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. Participants will go through the fundamentals of creating, printing, and editing documents. The class will cover the Setup feature; formatting documents as they are created and after creation; and some time saving features such as spell check, merges, block functions and macros.

ADVANCED FEATURES OF WORDPERFECT 5.0:   presented by staff of The Computer School

DATE: January 20 and 21, 1992
TIME: 8:30 am to 3:30 pm on first day
                          8:30 am to noon on second day
PREREQUISITE: Introduction to WordPerfect 5.0 or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

INTRODUCTION TO WORDPERFECT 5.1:   presented by the staff of The Computer School

DATE: January 9 and 10, 1992
TIME: 8:30 am to 3:30 pm on first day
                          8:30 am to noon on second day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed for users who are new to WordPerfect. Experience with WordPerfect 5.0 is not necessary. Participants will go through the fundamentals of creating, editing and printing documents. Some advanced features--spell check, block functions and others--will also be covered.

WordPerfect 5.1 Tips and Tricks: presented by Brent McAllister of WordPerfect Corporation

DATE: February 21, 1992
TIME: 10:00 am to noon
PREREQUISITE: Introduction to WordPerfect (5.0 or 5.1) and Advanced Features of
                         WordPerfect (5.0 or 5.1) Recommended
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This free session demonstrates tips and a variety of tricks for using such features as edit, block, tables, columns, tabs, keyboard, merge and sort, graphics, and print. The focus is on some of the more complex desktop publishing capabilities of WordPerfect. The more familiar you are with the basic and some advanced features, the more you will gain from this demonstration. In addition to hands-on practice, there will be a hand-out with detailed instructions for each of the features and tips presented.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.3:   presented by the staff of The Computer
                                                  School

DATE: January 13 and 14, 1992
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed for persons with little or no Lotus 1-2-3 experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will concentrate on using 1-2-3 Release 2.3 to design, create, edit and print spreadsheets and to create graphics. Students will learn about new WYSIWYG (What You See Is What You Get) features of Release 2.3 such as enhanced printing of spreadsheets and graphs.

ADVANCED FEATURES OF LOTUS 1-2-3, RELEASE 2.3:   presented by the staff of The
                                                       Computer School

DATE: January 23 and 24, 1992
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is designed for anyone who is using Lotus 1-2-3 to create spreadsheets for all but the simplest applications. It consists of lecture, hands-on practice, lab work and a question and answer period. Advanced features include:

- File linking and multiple worksheet consolidation
- The @ functions
- Use of dates and times within 1-2-3
- Hiding and/or protection of spreadsheet ranges
- Advanced global settings
- Setting sheets and improved graph appearance
- Advanced WYSIWYG (What You See Is What You Get) features

The class will also cover demonstrations of Lotus 1-2-3's database and Macro functions and many other features not included in Introduction to Lotus 1-2-3.

INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.3 OR 3.1:   presented by the staff of The
                                                     Computer School

DATE: February 18 and 19, 1992
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is a generic introduction to Lotus 1-2-3 for persons with little or no Lotus experience. It will
consist of instructions and hands-on practice, with lab time available for building spreadsheets of the
participants' choosing.

The class will cover design, creation, printing and editing of spreadsheets. Additional topics will include
selected graphic features, the use of formulae to connect spreadsheets, and the opening of multiple files
at the same time. Students will learn about new WYSIWYG (What You See Is What You Get)
features of Releases 2.3 and 3.1 such as enhanced printing of spreadsheets and graphs.

Database Classes

MICRO DATABASE CONCEPTS AND DESIGN: presented by Jane Black Eagle of the Applica-
                                        tion Services Bureau

DATE: February 24, 1992
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed to give participants a preliminary understanding of what a relational database is
and how it compares to other products like Lotus 1-2-3 and PFS:Professional File. The class teaches
database design techniques and is a prerequisite for other database classes offered by ISD.

INTRODUCTION TO R:BASE, RELEASE 3.1:   presented by the staff of The Computer School

DATE: February 25 through February 27, 1992
TIME: 8:30 am to 4:30 pm on first and second days
                      8:30 am to noon on third day
PREREQUISITE: Micro Database Concepts and Design
LOCATION: Basement of the Teachers Retirment Bldg. at 1500 6th Ave.

This class will give participants hands-on experience creating a database and developing a simple
application with R:Base 3.1. The application will include database updates, queries, and simple form
and report generation. The R:Base menu system will be used to develop the application. This class will
not cover the R:Base command mode or programming other than menu system application development.

INTRODUCTION TO dBASE III+:   presented by the staff of The Computer School

DATE: January 27 through 30, 1992
TIME: 8:30 am to 3:00 pm
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: The Computer School at 34 N. Last Chance Gulch

This class is an introduction to relational database concepts and dBASE software. It covers the fundamentals of dBASE: constructing a relational database, manipulating data and designing reports. Beginning with very simple database construction and use, the class will teach dBASE application development, building toward more complex database design and reporting systems.

NOTE: Because of the nature of database applications and associated class exercises, this class will not be presented in modular format.

Communication Classes

STATE TELEPHONE USER TRAINING: presented by the staff of the Telecommunications/Network Services Bureau

DATE: February 21, 1992
TIME: 1:30 to 3:30 pm
PREREQUISITE: None
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed as an introductory or refresher course to familiarize employees with the features and use of the State telephone system. The different calling capabilities available and the dialing plan will also be discussed. This is an interactive class combining demonstrations with hands-on use of the features and the dialing plan.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION SERVICES "HELP DESK"
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

· STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

_____

Phone: _____

How have you met the required prerequisites for this
course? Explain giving the class(es) taken, tutorial(s)
completed, and/or experience.

_____

_____

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

**FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATIONS ARE MADE THREE BUSINESS DAYS BEFORE
THE START DATE FOR EACH CLASS.**

DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION
RM 25 MITCHELL BLDG
HELENA MT 59620